

	COLLISION INVESTIGATION; SPECIAL PROCEDURE	Operations Order 7.5.03
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1. **SPECIAL TRAFFIC ACCIDENT INVESTIGATION PROCEDURES**

TYPE OF INVESTIGATION	NOTIFICATIONS	REQUIRED DOCUMENTATION	ENFORCEMENT ACTION	OTHER SPECIAL INSTRUCTIONS
A. City Equipment/Property and Governmental Vehicles (This does not apply to Valley Metro Light Rail which is covered in section 1.I of this policy)	- Notify a police supervisor immediately. - Notify the City or governmental department responsible for the equipment involved. <u>Fire Hydrant Damage</u> - Notify the Fire Department Alarm Room at 602-262-6595. <u>Extensive Property Damage or Injury</u> - Notify the Field Engineering Department at 602-262-6011	- An Arizona Crash Report (ACR) will be completed for all accidents. * All passengers will be listed on the ACR. - Photographs will be taken at all accidents (includes City buses, Dial-A-Ride, and City shuttles).	The investigating officer will take enforcement action as outlined in this order, unless on duty police or fire department employees are involved.	- At the discretion of the duty commander, accidents involving City equipment, which occur outside the City limits or on a freeway or freeway access road inside the City limits, will be concurrently investigated with the agency having original jurisdiction. "CITY PROPERTY", "CITY EQUIPMENT NUMBER ____" or "GOVERNMENTAL EQUIPMENT NUMBER ____" will be noted in the Narrative section of the ACR.
B. On Duty Department Employee Involved	Notify a police supervisor immediately.	- An ACR will be completed for all accidents. - The involved employee will complete a memorandum to their supervisor. - The supervisor overseeing the investigation will complete the City's Equipment Management Vehicle Accident Report Form 125-40D. - Photographs will be taken.	- The involved employee will not be cited at the scene. - If the employee is deemed responsible after the Driving Analysis Committee (DAC) review, the supervisor will issue an Arizona Traffic Ticket and Complaint (ATTC) and complete an ACR Supplement to reflect issuance of the citation.	- An employee not involved in the accident will conduct the investigation. - A supervisor (preferably the employee's direct supervisor) will respond to the scene to ensure a complete investigation is conducted. - The employee involved in the accident will not make statements regarding the incident to anyone other than the supervisor and investigating officer.
C. On Duty Phoenix Fire Department Employee	Notify a police supervisor immediately.	An ACR will be completed for all accidents.	- The involved employee will not be cited at the scene. - If the employee is found to be responsible, forward a copy of the ACR and a memorandum through your immediate supervisor to the Vehicular Crimes Unit (VCU) supervisor.	Memorandum to VCU will include: - A request to cite the Fire Department employee for the violations - Activity at the time of the collision and whether or not the equipment was being operated as an emergency vehicle - Whether or not the equipment was being used in accordance with Fire Department responsibilities - Total amount of damage

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TYPE OF INVESTIGATION	NOTIFICATIONS	REQUIRED DOCUMENTATION	ENFORCEMENT ACTION	OTHER SPECIAL INSTRUCTIONS
D. On Duty Police or Fire Department Employee From Other Jurisdiction	Notify a police supervisor immediately.	An ACR will be completed for all accidents.	- The involved employee will not be cited at the scene. - If the employee is found to be responsible, forward a copy of the ACR and a memorandum to VCU for disposition.	Memorandum to VCU will include: - Description of any violations committed by the employee - Activity at the time of the collision and whether or not the equipment was being operated as an emergency vehicle - Whether or not the equipment was being used in accordance with official duties
E. Explosives, Chemicals, and Gasoline Tankers Involved	- Fire Department's Fire Prevention Office - Arizona Corporation Commission; Hazardous Materials Enforcement - Arizona Atomic Energy Commission (if radioactive or nuclear materials are involved or suspected) - Phoenix Police Department's Commercial Vehicle Inspector (CVI)	An ACR will be completed for all accidents.	Cite all violators when an ACR is completed.	- CVIs are available during Shift I and may be contacted via police radio. - During Shift II or III, CVI assistance may be requested through the Communications Bureau supervisor.
F. Railroad Trains Involved	None	- An ACR will be completed for all accidents. * Trains will not be listed as traffic units. * If the train is damaged as a result of the accident with a motor vehicle, the train will be listed as "Property Damaged." * If there is no damage to the train, this will be listed in the Narrative. * Personnel aboard the train should be listed as witnesses (not as passengers)	- Cite the operator of the motor vehicle for any applicable traffic violations when an ACR is completed. DO NOT CITE the train operator for any violation of Title 28 as the train is not a motor vehicle. - Under certain situations, such as reckless operation of the train, the operator may have violated a section of Title 13. Any suspected misconduct by the train operator should be referred to the VCU supervisor.	- Most railroad personnel have been instructed by their employers not to give signed statements. - Railroad personnel have been instructed to provide the following: * Identification for correct spelling of name and address * Identification of train involved * Approximate speed of train prior to the accident * Confirmation that a whistle, bell, and/or headlight was operating * Direction the train was traveling prior to the accident - Further information may be obtained by contacting the claims department of the railroad.

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TYPE OF INVESTIGATION	NOTIFICATIONS	REQUIRED DOCUMENTATION	ENFORCEMENT ACTION	OTHER SPECIAL INSTRUCTIONS
G. Commercial Vehicles Involved	CVI	An ACR will be completed for <u>all reportable</u> accidents.	Cite all violators when an ACR is completed.	- CVIs are available to assist with investigations when a commercial vehicle is involved in an accident. - If a CVI is not available, a supervisor may request assistance from a Commercial Vehicle Safety (CVS) specialist through the Department of Public Safety (DPS) switchboard.
H. Commercial Shipments of Meat and Poultry	- CVI - Veterinary meat inspector of the Livestock Board through the Communications Bureau	An ACR will be completed for <u>all reportable</u> accidents.	Cite all violators when an ACR is completed.	None
I. Valley Metro Light Rail Vehicles (LRV) Involved (Refer to sections 1.J, K, and L of this policy for additional procedures on LRV involved accidents with: Property Damage Only, Minor injuries, and Nearly Fatal or Fatal Injuries)	- Notify a police supervisor of injuries, fatalities, or damage to the LRV that may close the roadway for an extended period of time. - Confirm with Metro Light Rail personnel that power to that section of the line has been terminated.	- An ACR will be completed for <u>all reportable</u> accidents. * The LRV will not be listed as a traffic unit. * If the LRV is damaged as a result of the accident with a motor vehicle, the LRV will be listed as "Property Damaged". * If there is no damage to the LRV, this will be listed in the Narrative. * If a LRV passenger saw the collision, they will be listed as a witness. * Information on passengers who did not see the collision will be the responsibility of the Metro Light Rail supervisor.	DO NOT CITE the LRV operator for any violation of Title 28 as the LRV is not a motor vehicle. - Under certain situations, such as reckless operation of the LRV, the operator may have violated a section of Title 13. * Any suspected misconduct by the LRV operator should be referred to the VCU supervisor.	- Patrol or motor officers are responsible for the preliminary investigation of accidents involving LRVs. - There are video cameras inside and on the outside of the LRVs therefore if a video recording of the accident is needed, contact officers from the Transit Bureau. * Transit Bureau officers will obtain a digital video disc (DVD) recording of the accident from Metro Light Rail.

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I. Valley Metro Light Rail Vehicles (LRV) Involved (Continued)		- An Incident Report (IR)/Incident Supplement and Chain of Custody form will be completed by Transit Bureau officers to document/impound any DVD recordings of the accident obtained from Metro Light Rail. * The Chain of Custody form will also be impounded.		
J. LRV Involved Accidents with Property Damage Only (No Injuries)	See section 1.I of this Policy for proper notifications.	See section 1.I of this policy for required documentation.	See section 1.I of this policy for proper enforcement action plus : Cite the operator of the motor vehicle, bicyclists, or pedestrians for any applicable traffic violations when an ACR is completed.	See section 1.I of this policy for special instructions plus : - To assure prompt resumption of Light Rail service in non-injury incidents, a Metro Light Rail supervisor who arrives on scene before officers will: * Collect the LRV operator's info and ensure the operator completes a signed written statement of how the collision occurred. * Take photographs of the involved vehicles. * Collect the names, addresses, and telephone numbers of the drivers and passengers of the motor vehicles involved and any witness information. * Obtain and retain information of the LRV passengers who were not witnesses to the incident. * Release the LRV back into service, as soon as possible, even if officers are not on scene yet. * Stay on scene awaiting police arrival. * Make the LRV and the operator available upon request. - When the officer arrives and the LRV has already been sent back into service, the officer will:

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TYPE OF INVESTIGATION	NOTIFICATIONS	REQUIRED DOCUMENTATION	ENFORCEMENT ACTION	OTHER SPECIAL INSTRUCTIONS
J. LRV Involved Accidents with Property Damage Only (No Injuries) (Continued)				* Obtain the information collected by the Metro Light Rail supervisor including the signed statement of the LRV operator. * Contact the driver and occupants of the involved motor vehicle/s. * If necessary, interview the operator and examine the LRV. * Complete the ACR. • If the LRV is still on scene, officers will make returning the LRV to service a priority, without compromising the investigation.
K. LRV Involved Accidents with Minor Injuries	See section 1.I of this policy for proper notifications plus : • Notify the police supervisor of the extent of injuries.	See section 1.I of this policy for required documentation plus : • Photographs will be taken.	See section 1.I of this policy for proper enforcement action plus : • Cite the operator of the motor vehicle, bicyclists, or pedestrians for any applicable traffic violations when an ACR is completed.	See section 1.I of this policy for special instructions plus : • The fire department will properly identify and treat injured persons. • Officers will ensure the location of the motor vehicle tires and the LRV wheels are properly marked. • Investigating officers will make returning the LRV to service a priority, without compromising the investigation.
L. LRV Involved Accidents with Nearly Fatal or Fatal Injuries	See section 1.I of this policy for proper notifications plus : • If the incident appears to involve fatalities or nearly fatal injuries the police supervisor will respond and once sufficient information has been gathered, notify VCU.	• VCU will document the accident according to their bureau policy as with any other fatal or near fatal collision.	• VCU will be responsible for enforcement action and will act in accordance with Department/ bureau policy and State law.	• The scene will be secured as any other fatal incident and witnesses will be retained if possible. • A thorough on-scene collision investigation will be completed by VCU. • Motor vehicles and the LRV will remain on scene until released by VCU investigators. • The decision to re-direct LRVs and buses will be the responsibility of Valley Metro and the City's Public Transit Department. * Officers should provide assistance in the re-routing of LRVs and buses to

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				reduce the impact on transportation services.
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